

## **BRIGHTWELL, FOXHALL & PURDIS FARM GROUP PARISH COUNCIL**

### **Minutes**

Of the Parish Council Meeting held at Trinity Park at 7.30 pm on Wednesday, 14<sup>th</sup> March 2018

#### **Present**

Cllr E Warham – Chairman  
Cllr A Day  
Cllr R Walters  
Cllr G Watts  
Cllr A Wells  
Cllr A Finch  
Cllr B Newell  
Cllr N Yeo – Suffolk Coastal District Council  
Mrs Angie Buggs – Clerk

#### **36.18 Apologies for absence**

Apologies for absence were received from Cllr E Lawrence and Cllr P O'brien – Suffolk County Council.

#### **37.18 Declaration of interest**

None

#### **38.18 Minutes**

The minutes of the Parish Council Meeting held on the 14<sup>th</sup> February 2018 were approved as being a true record.

#### **39.18 Matters arising from the minutes**

No matters arising from the minutes. All items included in the agenda.

#### **The meeting was adjourned to receive reports from:**

Cllr P O'brien – Suffolk County Council – written report

Full Council met on February 8th and agreed that an increase of 2.99% be levied so that Band D council tax for County Services becomes £1,161.90 and a 2% increase in the Adult Social Care precept, in line with govt. expectations, Band D becomes £80.64. (see table below)

#### **Table 6: Recommended Council Tax 2018-19**

	<b>General Council Tax</b>	<b>Social Care Precept</b>
<b>Band</b>	<b>£</b>	<b>£</b>
A	774.60	53.76
B	903.70	62.72
C	1,032.80	71.68
D	1,161.90	80.64
E	1,420.10	98.56
F	1,678.30	116.48
G	1,936.50	134.40
H	2,323.80	161.28

Diversions are already in place in Felixstowe and the Trimleys . These are diversions that Highways England have put in place whilst sections, between junctions on the A14 from the Docks to the Orwell, are resurfaced. The resurfacing will take place overnight but Felixstowe and the Trimleys are experiencing problems. I went to a meeting on 22nd February to hear what can be done to alleviate difficulties.

Alignments to Upper Orwell Crossing have been announced. There are three crossings proposed. The main crossing is proposed to connect to the existing highway at the Rapier Street roundabout on Wherstead Rd, west of the river, and at a new junction, north of Cliff Lane on Holywells Road, east of the river. The bridge crosses the river at an angle and incorporates an opening section over the navigation channel.

The second crossing, will provide a new vehicular link to the Wet Dock Island site and is proposed to be accessed from Felaw Street.

The third crossing is a refurbishment of the existing swing bridge over the lock for use by cyclists and pedestrians.

These crossings will improve journey times through and around Ipswich, however, I believe a northern by-pass, advocated for many years, is what is needed to really make a lasting difference.

The Raising the Bar programme has begun to make a difference in the attainment of Suffolk pupils. It has taken time, but the results are encouraging.

87% of Suffolk schools are now judged 'Good' or 'Outstanding' by Ofsted, an increase of 12% from 2015. 96% of Suffolk schools are now judged 'Good' or 'Outstanding' by Ofsted, an increase of 13% since 2015. Significant improvement in attainment has been made at each Key Stage.

I attended an Accountability and Performance meeting at Police HQ recently. The agenda covered issues such as: cost pressures; performance; collaboration with other agencies. The Police Commissioner asked wide ranging questions and received fulsome explanations from the Chief Constable. Serious Sexual Offences were also an item on the agenda ( it is a topic for the next Police & Crime Panel meeting in March) and I asked the Commissioner how far back the police have to go to investigate historical rape cases. At the moment, there is no time limit. The PCC agreed that a limit has to be set otherwise the costs could be prohibitive.

Suffolk to use drone technology to help manage blue light service incidents. On the 15 February the official launch of the use of two Small Unmanned Surveillance Aircraft in Suffolk. The technology, known as drones, has been developed and funded by Suffolk Resilience Forum for use across the

county. As part of a multi-agency Air Support Unit, the drones will be used by Suffolk Fire and Rescue Service, Suffolk Constabulary, Suffolk County Council and Suffolk Lowland Search and Rescue and Norfolk & Suffolk 4x4 Response.

The drones will provide a range of aerial surveillance options to support emergency services and voluntary organisations across a wide range of incidents. Risks to the public and emergency service workers will be reduced.

Government changes to planning policy The Prime Minister set out these points in her recent speech re planning policy.

The planning process will be “streamlined” to ensure applications are not held up by “endless appeals and bureaucracy”.

A nationwide standard will be created to explain how many homes local authorities needed to plan for, taking into account local house prices, wages and key worker numbers. Councils which fail to meet housebuilding targets could be stripped of their planning powers, with independent inspectors put in place.

The Government has committed £44 billion of capital funding, loans and guarantees to support the housing market.

Councils will be allowed to take firms’ past development records into consideration when deciding whether to approve projects, meaning that builders who fail to develop land that they own may not be given planning permission in future.

Local authorities will be given more freedom to develop existing brownfield land “to build homes that maximise density”. The proposals will make it easier for neglected commercial sites to be turned into housing.

Local authorities will have a new housing delivery test focused on driving up the numbers of homes actually delivered in their area, rather than numbers planned for. Developers will also be held to account for delivering the commitments, including affordable housing and the infrastructure needed to support communities.

New quality standards will be introduced to ensure newbuilds are well-designed and sustainable.

Despite the push to increase the number of homes built, existing protections for the Green Belt will be maintained and, in some cases, strengthened, with stronger protection for ancient woodland and historic coastlines. Councils will only be able to amend Green Belt boundaries if they can prove they have fully explored every other reasonable option for building the homes their community needs.

The Government is looking to tackle high rents and poor quality housing, and will ban letting agents from charging most fees, work to make long term tenancies the norm, give local authorities new powers to crack down on bad behaviour and back laws to ensure homes were fit for human habitation. New planning laws will also encourage providers to build more homes specifically for rent, so that goes up and rents come down in price.

The social housing green paper, to be published later this year, will look at what more can be done to ensure everyone living in social housing is treated fairly.

Mrs May said that new rules were designed to enable more housing to be built for rent and said that the Housing Green Paper would look to ensure everyone in social housing was treated fairly.

Since the start of 2018, Suffolk Highways has received in excess of 11,000 reports, which compares with approximately 6,000 reports in the same period last year; demonstrating the impact this weather has had on the county's road surface.

Suffolk Highways has put in place the following measures with immediate effect to help cope with the demand.

The deployment of additional gangs to undertake pothole and road repairs across the county. Switching to a different temporary material to repair emergency potholes which, although slightly more expensive, provides a longer-lasting repair in damp conditions. For large areas of intervention-level pothole defects, Suffolk Highways will consider whether 'making safe' (through organising traffic management and temporary road closures) is required in advance of making extensive repairs. Extra resource will be brought in to undertake larger-scale patching works as part of a planned programme for dealing with sites on which traffic management or road closures have been arranged or areas where small-scale repairs will not sufficiently address the road deterioration.

Moving internal resources from other teams to support the inspection of customer reports, particularly from staff with previous experience of dealing with customer reports and inspections.

Cllr N Yeo – Suffolk Coastal District Council

The last month has been quite momentous in the Council as Mr Savid Javid, the Secretary of State, has confirmed that Suffolk Coastal DC and Waveney DC can go ahead and form the merged East Suffolk Council.

At full Council on Thursday 22 February it was agreed to increase its portion of the Council Tax at 3.15%.

This means for Band D properties the Council Tax will increase by less than £5 for 2018/19 allowing the Council not to cut any services during the coming year which is also helped by the charge for the garden waste bins. Residents do forget that for all the Council Tax collected by SCDC only about 10p in the £ comes direct to us.

Turning to the question of the Garden Waste Collection Scheme, as I mentioned in my last report this is now up and running and the Council has dedicated more staff to answer queries from residents. To sign up residents can either email the Council, or call 01394 383789 or by calling in at Customer Services in Felixstowe or Woodbridge. The charge is £ 43 per year and a bigger bin is included if needed, or the current one can still be used if preferred. The scheme will begin in May. For further information contact [www.eastsuffolk.gov.uk/scdcgardenwaste](http://www.eastsuffolk.gov.uk/scdcgardenwaste).

I know that concerns have been expressed at recent Parish Council meetings regarding fly tipping and I am happy to report that a local resident in Riverside Road, Ipswich was fined by the Magistrates Court and was ordered to pay £830. The resident was taken to Court by SCDC for flytipping several sacks of household waste in Monument Farm Lane, Foxhall last August.

During 2017 SCDC were called to over 1,000 flytipping incidents in the area which costs over £ 13,000 to remove and clean the site. Residents are asked to check the credentials of companies who pose as official waste disposal firms before entering into a contract with them

**The meeting was re-convened.**

#### **40.18 Clerk's Report**

The purpose of this report is to update members on outstanding issues, items received after the deadline for agenda items, correspondence and action taken by the Clerk.

##### Straight Road Classification Update

We have received an email from David Chenery Suffolk County Council Highways concerning Straight Road as follows:

Regarding the suggestion of a reclassification of the road to a higher status – its currently the U3205, connecting the A1156 at the south and C321 Bucklesham Road crossroads at its north end.

I've not come across reclassifications in the last 40 years in highways unless in connection with a new road or bypass. In fact I've heard that the desire is to go the other way to reduce our maintenance liabilities. The only benefit of it becoming a C road is that there would be a higher frequency of inspection and might attract more maintenance monies. However it wouldn't affect its status in getting more road safety treatments if any were justified. I think this is a non-starter.

Lower speed limit – we work to published criteria (on the SCC web site). From my knowledge of these this road would not meet the criteria for a lower limit. There is very limited development so drivers would see no need to drive slower and compliance of a lower speed limit would be poor. There is a short section of 30mph at its north end which seems fine for the road layout and number of dwellings.

##### Parking in Lay-by opposite John Banks

The Parish Council received a telephone call from the owner of the car sales/Admiral Windows complaining about the cars from John Banks parking in the lay-by outside his businesses. I contacted Cllr Day who has made the following observations for discussion:

1. The layby is not full of cars everyday - some days are busier than others.
2. John Banks have had two dealerships for as long as we've lived here - 10+ years so it's not new.
3. They have a big site and it is always very busy.
4. The problem of staff parking off-site is not new - which is why we managed to get the restriction in place on the service roads
5. I was told recently that JB Ltd were using the Miller & Carter car park for staff parking again - maybe something has changed there?
6. I suspect it's highly unlikely we could justify additional parking restrictions on the layby due to cost of legislation.
7. A restriction in the layby already exists 'No Overnight Parking' but it is not enforced as there is no one to enforce it.

8. I doubt very much if people park there to get a bus - and if they did they would not be able to leave it very long if there was a time limited parking restriction in place!

9. JB Ltd were previously advised to use the layby for staff parking.

10. When the new car sales business opened they knew there was local competition, and we objected because it would mean too many business of the same type in the area.

11. I cannot possibly see how anyone could now say to JB Ltd 'you can't park there because there is another car sales business behind the fence'.

### Safer Neighbourhood Teams

The SNT page on police web for information on crimes in villages is as follows:

<https://www.police.uk/suffolk/J33A/crime/>

### Green Waste Collection

Suffolk Coastal District Council is introducing a £43 a year charge for collecting garden waste this financial year (20128/2019).

The scheme is optional, with the first paid-for collections scheduled to start from the beginning of May 2018.

It is quick and easy to sign up, either:

Go on-line at [www.my.eastsuffolk.gov.uk/MyServices](http://www.my.eastsuffolk.gov.uk/MyServices). You will need to register, or login to, your EastSuffolk account and then complete the form for garden waste.

Call Customer Services on 01379 383789 and choosing option '0'.

Visit Customer Services staff in the Customer Service Centre in Felixstowe and Woodbridge Libraries.

You will need a debit or credit card to pay. Don't forget to say YES to upgrade.

### Foxhall Village Sign

For councillors who are not aware the Foxhall Village Sign has now been erected. It looks amazing and we have Richard Berry to thank for all his hard work.

### Overhall of the Planning System

What is changing?

- Housing Delivery Test - the Government will load further land demands (20% above the five year supply) on Planning Authorities that fail to meet the new test
- Developers Planning Consent - We expect the Government to introduced a cap on the length of a planning consent, rather than the current three years.
- Brown Field Registers have already been introduced and you may request a copy of your districts. The land included in part two of the list will have permission in principle.

- Permitted Development- We expect that this will now include the provision to build upwards without planning consent, subject to conditions
- Calculation of Housing Need - the Government will introduce a standard calculation for the UK
- S106 - the Government will introduce a number of conditions regarding the imposition of S106 on developers to prevent developments stalling

There are two consultations that the Council will be interested in:

Two consultations will run from today to seek views on reforming developer contributions to affordable housing and infrastructure and text of the National Planning Policy Framework.

#### **41.18 Straight Road Classification**

The Clerk reported that she had received an email from David Chenery Suffolk County Council Highways concerning the traffic in Straight Road. Refer to Item 40.18 Clerk's Report for details. Cllr Day stated that he had looked at the criteria for a lower speed limit and he believed that based on that criteria Straight Road would not be eligible for a reduction to 30 mph. It was agreed that no further action should be taken.

#### **42.18 Data Protection – ICO**

The Clerk took councillors through the Steps to Compliance document which gives details of what a Parish Council needs to complete to comply with the new Data Protection Law. Following discussion, the following actions were agreed:

1. Clerk to send a copy of the document to Cllr Day. **Action: Clerk**
2. The document advises Parish Council's to set up Parish Council email addresses for councillors to avoid using personal email accounts. It was agreed that the Clerk should email OneSuffolk who supports the Parish Council website asking whether OneSuffolk can provide web mail as part of that domain. **Action: Clerk**
3. Clerk to contact the Parish Council's insurance company asking the Parish Council have liability insurance to cover data breaches. **Action: Clerk**
4. Clerk to write to OneSuffolk to check whether the Parish Council's website uses cookies on the website and if so why? **Action: Clerk**
5. Appoint a Data Protection Officer **Action: Clerk (next meeting)**
6. Adopt following policies: Information Security Incident Policy and Information Protection Policy. **Action: Cllr Day / Clerk**
7. Update Parish Council's data protection policy. **Action: Cllr Day / Clerk**
8. Prepare a Privacy Statements to give individuals whose data held by the Parish Council. **Action: Cllr Day / Clerk**
9. Parish Council registered with ICO to pay the annual Data Protection Fee. Parish Council has been registered by the Clerk.
10. Put in place procedures for dealing with a security breach. **Action: Cllr Day / Clerk**
11. Ensure that councillors are aware of their individual responsibility for protecting data (General Data Awareness Checklist for councillors). **Action: Clerk**
12. Contact Suffolk Coastal District Council to ascertain whether, post May 2018, Electoral Rolls will be held in a secure area managed by the Parish Council and will no longer be sent out as password protected email lists. **Action: Clerk**

#### **43.18 Bus Shelter – Bucklesham Road**

The Parish Council discussed the problems associated with positioning the bus shelter at the entrance to Ipswich Golf Club. Following discussions Cllr Walters proposed that the bus shelter should be erected by the raised kerb with the agreement of Ipswich Golf Club, seconded Cllr Finch – all in favour. **Action: Cllr Walters**

The Parish Council discussed the removal of the VAS equipment and mounting pole by Ipswich Golf Club and Cllr Walters stated that he was still in talks with the golf club. It was agreed that Cllr Walters would discuss the position of the VAS sign with Simon Barnett Suffolk County Council. **Action: Cllr Walters**

#### **44.18 Parking Entrance to Foxglove Crescent**

The Clerk reported that the parking of cars on grass verges was not illegal but the damage to verges is. The Clerk reported that she had written to Suffolk County Council Highways concerning the house on the corner of Foxglove Crescent creating an entrance on to their property via a dropped kerb provided for wheelchairs and prams etc. **Action: Clerk**

#### **45.18 To approve the Parish Council Standing Orders / Procedures**

The Clerk reported that the Parish Council should minute the acceptance of the Standing Orders Procedures each year.

It was proposed by Cllr Warham seconded Cllr Watts that the following Standing Orders should be accepted – agreed. **Action: Clerk**

Code of Conduct

Freedom of Information

Asset Register

Grant Policy

Complaints Procedure

Financial Regulations

Internal Audit Procedure

Standing Orders

Information available from Brightwell, Foxhall & Purdis Farm Group Parish Council under the Model Publication Scheme

Risk Assessment

#### **46.18 Parking in layby opposite John Banks**

The Clerk reported that she had received a complaint from an owner of a business in the area about the number of cars being parked in the layby opposite John Banks by their employees. The Clerk said that she had discussed with Cllr Day who believed it was a public highway and parking could not be restricted. Refer to Minute No 40.18 Clerk's Report for details. It was agreed that no further action could be taken.

#### **47.18 Planning**

The Parish Council discussed the following planning matters.

DC/18/0541/FUL Tanglewood Elmham Drive Foxhall – Extensions to dwellings.

Cllr Watts reported that the Parish Council had objected to the application and were now waiting to see whether the application would be presented to committee.

DC/18/0777/FUL Poppies Farm Purdis – Extensions to north facing side of the house (ground) extension to east facing side house (ground and first floor) and internal modifications.

The Parish Council have raised no objection to this application.

DC/17/4257/Out Orwell Crossing Service Area – Class B8 Storage and Distribution

Cllr Watts reported that the Parish Council had objected to the above application and as a result the application had been taken to committee. The Parish Council had been asked whether they wished to send a representative to the site meeting and Cllr Day had attended. Cllr Day reported that following the site visit he was extremely concerned about the proposed development. Cllr Day gave a comprehensive report on his visit. This application has been deferred until 30<sup>th</sup> April.

DC/18/0951/FUL Sainsburys Supermarket Purdis Farm – Extension to existing store to allow the installation of an 11 sqm modular retail (Use Class A12) pod.

Cllr Watts said that the following application had been received and was in the process of circulation. He reported that the application was to place a Timpson's Shoe and Key Cutting Service within the building.

#### **48.18 Finance**

##### Income

None

##### Expenditure

A J Buggs Salary and Expenses February 2018	£327.42
Richard Berry Maintenance of Foxhall Village Sign	£1,200.00

Cllr Warham, seconded Cllr Finch that the above expenditure is approved – all in favour.

##### Appointment of Internal Auditor

The Clerk reported that the Parish Council should minute the appointment of the Internal Auditor each year. It was proposed by Cllr Watts seconded Cllr Warham that Mr Trevor Brown should be appointed – agreed. **Action: Clerk**

#### **49.18 Correspondence**

None

#### **50.18 Meetings attended by councillors / clerk**

None

#### **51.18 Members questions to the Chairman**

None

**52.18 Date of next meeting**

Wednesday, 11<sup>th</sup> April 2018

**The Chairman closed the meeting at 9.23 pm**

Signed..... Date .....

Angie Buggs  
Clerk to Brightwell, Foxhall & Purdis Farm Group Parish Council